# Social Worker and Designated Teacher User Guide
# for
# ePEP Online

All names in this guide are fictitious and any resemblance to real persons, living or dead, is purely coincidental.

First of all you need to go to: https://epeponline.co.uk/hillingdon
Here you can log into the ePEP system.



This is your 'Home' page.



Here is your Task Bar. This is where you can navigate around the site.

If you receive a message or an invitation, it will appear here.

All of your designated children will be listed here.

Your designated children have 3 buttons that you will use to navigate their data and view the progress of their PEP.

| Your ePEP Learners | | | |
| --- | --- | --- | --- |
| **Username** | **Forename** | **Surname** | **Actions** |
| U2265 | Test Child | Access | Profile |

| **Date started** | **Target date** | **Meeting date** | **Year group** | |
| --- | --- | --- | --- | --- |
| 13/12/2016 | 20/12/2016 | 13/12/2016 | Year 11 | View  PEP |

'Profile' next to the young person's name will take you to the child's overview page.

'View' next to the details about the young person's current PEP lets you view the Formal PEP Overview.

'PEP' next to the details about the young person's current PEP takes you to the Professional Section of the PEP, the area that Social Workers and Designated Teachers will need to fill in before the PEP, where the PEP can be signed off, and Targets & Attainments can be viewed.

Clicking 'Profile' will take you to the young person's overview.

| Key indicators | | | | |
| --- | --- | --- | --- | --- |
| **Last PEP Date** | **Next PEP Due** | **Year Group** | **Premium Spent** | **Target Tracker** |
| | 30/10/2015 | Year 7 | GBP 0 | View |

The first thing you will see are the Key Indicators are the top. This shows you basic information about the young person in an easy-to-read format. You can also click on the Pupil Premium Spend and Target Tracker to be taken directly to these sections.

Below this is the young person's basic information and users who have access to his file.

| About James (U1015) | |
| --- | --- |
| **Full Name:** | James Locke |
| **Date of Birth:** | 14/03/2003 |
| **UPN Number:** | UPN12345678 |
| **School:** | St Michaels |
| **School type:** | Academy |
| **Date Added:** | 29/10/2015 |
| **Date Entered Care:** | 02/10/2015 |
| **Record Owner:** | Amanda Administrator |
| **Days in Care:** | 29 Days |

| Users with access to this record | | | Add |
| --- | --- | --- | --- |
| | **Name** | **Role** | **Action** |
| 1008 | eGov Digital | Administrator | Delete |
| 1010 | Sarah Social | Social Worker | Delete |
| 1011 | Tracy Teacher | Designated Teacher | Delete |
| 1012 | Callum Carer | Carer | Delete |
| 1013 | Ian Iro | Independent Reviewing Officer | Delete |
| 1014 | Amanda Administrator | Administrator | Delete |

The VSO for your children will have PEP's already created. If there is nothing listed in Current Formal PEPs, you will need to contact the VSO so they can address this. The Current Formal PEP is where you will need to record the information for your young person before the PEP Meeting.
You can do this by clicking 'PEP'.



After the list of current and completed PEP's you have space to add User Notes. You may write here anything you feel is relevant to the young person's information. The notes can be added through the 'Actions' table. In the 'Actions' table you can also import photos or documents, view the activity log and key stage results.



Once more data has been added to the young person's account, eg: attainments or attendance, these will be displayed in graphs or pie charts, as another visual aid to help give you an overview of the young person's progress.

If you click 'View' next to the young person's Current Formal PEPs this will take you to the PEP details.

Current Formal PEPs

|  | Date Started | Target Date | Current Meeting Date | Year group | |
|---|---|---|---|---|---|
| 5647 | 25/04/2016 | 12/12/2016 | 05/12/2016 | Year 12 | View PEP |

You will mostly be using this area so that your designated child can complete their questions in the 'Young Person's Modules' This game has been optimized for Key Stage 1-2 and 3-4.

If you have a Special Educational Needs or Early Years child, you may prefer to use the SEN questions, in 'Professional Modules', as these will be more user friendly. You will be able to monitor the young person's progress through the questions in the blue progress bar 'Young Person's Progress'.

# View Formal PEP

Use this page to view and manage details about a particular assessment.

**Actions**

- Return to Service User Overview
- Delete PEP
- Export PEP to PDF File

**Young Person's Progress**

**Young Person's Modules**

Key Stage 3 & 4

**PEP Details**                          Edit

| | |
|---|---|
| **Description:** | |
| **Initiated by:** | eGov Digital |
| **Question Group:** | Key Stage 3 |
| **Year group** | Year 7 |
| **Meeting Date:** | 30/10/2015 |
| **Date started:** | 09/10/2015 |
| **Target date:** | 06/11/2015 |
| **Is complete:** | No |

**Professional Modules**

Professional Key Stage 3 | Special Needs

Below this you can view the status of your invitations to the PEP Meeting. There is also a change log that shows all the amendments that have been made to the PEP.

**PEP Meeting Invitations Status**

| Concerns | Status | Comment |
|---|---|---|
| eGov Digital | Accept | Thank you |
| Sarah Social | Keep Pending | |
| Tracy Teacher | Accept | Thank you |
| Callum Carer | Keep Pending | |
| Ian Iro | Keep Pending | |
| Amanda Administrator | Accept | Ok |

We have now finished viewing the different areas of the PEP. It is time to look at how we complete it. Go to your homepage and select 'PEP' next to the PEP meeting date.

It is the responsibility of each user to complete their part of the ePEP before the meeting takes place. <u>Please note:</u> it is good practice to consider Targets before the PEP meeting, as it can be time consuming.

- **A. Social Worker Section**
  - Personal Details
  - Care Information
  - Education Information

Section A is for the Social Workers (page 8)

- **B. Designated Teacher Section**
  - Attendance
  - Part Time Timetables And Alt. Education Arrangements
  - Exclusions
  - Previous School/Settings
  - Attainment Levels and Achievements
  - Special Edu. Needs (without Statement/EHCP)
  - Special Edu. Needs (with Statement/EHCP)
  - Health And Emotional Well Being
  - 14-19+ Plan for Education, Employment and Training
  - Extra Support

Section B is for the Designated Teachers (pages 9-10)

- **C: Young Persons View**
  - Your Feelings About School
  - Your Feelings About Learning
  - Your Relationship With Your Teachers
  - Your Relationship With Your Peers
  - How You Feel About Yourself
  - Your Talents and Interests
  - Your Future Aspirations And Needs

Section C is for the Young Person (page 11)

- **D The PEP Meeting VS Section**
  - PEP Meeting
  - Targets
  - PEP Sign-off

Section D is to be completed at the PEP Meeting (pages 12)

- **A. Social Worker Section**
  - Personal Details
  - Care Information
  - Education Information

**Social Workers**

Personal Information
Basic personal information will have been pulled through from the young person's core data. You will need to fill in any gaps.

Care Information
Here information about the young person's care arrangements, who has parental responsibility, emergency contacts etc. must be completed.

Educational Information
The information about the young person's school is required here, along with any details if a change of school is planned.

**You may find some of this information is pre-populated, or has been completed on your behalf by the VSO. It is your responsibility to check this information is correct and make any necessary amendments.**
**If the system will not allow you to make any amendments needed, please contact the VSO attached to the young person.**

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**Designated Teachers**

<u>Attendance</u>
Basic Attendance information can be detailed here. An 'Attendance Tracker' graph will map the young person's attendance over time, each time new data in inputted.

<u>Part Time Timetables and Alt. Education Arrangements</u>
If your young person does not have a part time timetable, you will not be required to fill this section in. Any details about existing part time timetables should be added here.

<u>Exclusions</u>
Again, you may not have to fill in this section for each young person. If you need to add a new exclusion, click 'Add an Entry'. The Virtual School should also be notified when an exclusion is added.

<u>Previous School Settings</u>
The data here will be pulled through from the young person's core data. However if they have recently been excluded and joined a new school, you may need to add another entry, click 'Add an Entry'.

Attainment Levels and Achievements

Attainments and progress will be shown in the graph. Each different subject is colour coded. You can add attainments for each school term. Click 'Add an Entry' to start.

- Subject/Courses, Type and Term are all selected by drop down menu.
- Current and Target Level is where you can say where you think the young person is achieving. You can use any level/type/style of attainment you wish.
- Attainment is where you select how the young person is doing at the moment.
- Progress is to show what progress they have made since they were last monitored (last exam/test, key stage result, PEP meeting).

If a subject you wish to add an Attainment for is not listed, contact your Virtual School and they will add this for you.

End of Key Stage Results can also be added to this section.

Special Edu. Needs (without statement)

If the young person does not have an EHC Plan/statement but has SEN, you will need to complete this Individual Education Plan.

Special Edu. Needs (with statement)

If the young person does have an EHC Plan or they are going through EHC Assessment, you will need to fill out the details on the plan in this section.

Health and Emotional Well Being

The emotional well being of the young person needs to be outlined here. There is a free text box for you to write as much or as little as you feel is necessary.

14-19+ Plan for Education, Employment and Training

This section will only apply if the young person falls within this age range. You will need to be put as much information as possible into this section to assist with the allocation of further education, employment or training.

Extra Support

Extra support that the young person is receiving, be it from a tutor or other area, should be listed here.

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**If the system will not allow you to make any amendments needed, please contact the VSO attached to the young person.**

- **C: Young Persons View**
  - Your Feelings About School
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**Young Person Section**

All of the answers given by the young person in their section will appear here.

A young person can submit answers through the Young Person Modules (in the 'View' section of the PEP).

If they are unable to submit the answers through these sections, you may speak to your virtual school about alternative ways of gathering their views.

- **D The PEP Meeting VS Section**
  - PEP Meeting
  - Targets
  - PEP Sign-off

**The PEP Meeting**

The PEP Meeting
The Virtual School will complete this section based on the discussions which take place at the meeting. It is essential you have populated all the information you are responsible for prior to the meeting, or at the very least have come to the meeting with the information to pass on to the Virtual School Officer.

Targets
Targets will form part of the discussion at the PEP meeting. It is a good idea to have an idea if suitable targets for the young person to bring to the meeting. However, no targets can be entered without the agreement of the Virtual School.
Use of school devolved PP+ funding should also form part of this discussion and be attached, where appropriate to individual targets.

If this is a review PEP, targets set at the last meeting will be reviewed using a RAG rating system.

PEP Sign-off
The date and time for the next meeting will be agreed at the PEP meeting. It will be recorded here. A PEP cannot be signed off until the next meeting has been arranged.

Once the Virtual School is satisfied that all information required has been correctly populated, a copy of the PEP will be sent to all attendees.
Attendees will be given 7 days to suggest any amendments or additions.
After 7 days, the Virtual School will sign off the PEP.

The PEP will then show as completed in the young person's overview page and a new Current Formal PEP will be automatically generated for the new date and time. When a new PEP is created, it will be a carbon copy of the previous PEP, meaning any information previously populated will be automatically pulled through.
This means some sections will only need to be reviewed next time round and amended with any changes, eg. Care Information, Previous School Settings.

These are the steps you will need to take each time you complete a PEP Meeting.

We have additional training videos available online. These can be found at:

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[www.epep.tv/video-training](www.epep.tv/video-training)
Password: 3p3ptraining

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If you have any questions about the system, please direct them to your Virtual School.

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Thank you for taking the time to read this use guide.

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